

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <div style="text-align: center;">PANAMA</div>	2. Agency <div style="text-align: center;">DEPARTMENT OF STATE</div>	3a. Position Number <div style="text-align: center;">100556 A52677</div>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number) _____ (Title) _____ (Series) _____ (Grade)</div> <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Trades Helper, 1210	FSN-2; FP-CC	TE	6/2/2015
b. Other				
c. Proposed by Initiating Office	Handyman			
6. Post Title of Position (if different from official title) Handyman		7. Name of Employee		
8. Office/Section U.S. Embassy Panama		a. First Subdivision Management Section		
b. Second Subdivision Facility Maintenance Section		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%; padding-top: 5px;">Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position The incumbent performs a full range general maintenance tasks at the journeyman's level. The position works in the Facility Maintenance Section under the supervision of Building Engineer and or Embassy Maintenance Supervisor and is responsible for maintaining, servicing and installation of necessary hardware, machinery, painting, cleaning, welding, cubical relocation and assembly related to the maintenance of offices buildings.				
14. Major Duties and Responsibilities				

Handyman Responsibilities 80% of time

Upon receipt of an approved work order form, proceed to the designated location with the necessary tools required for the task and perform the required service. This may include general building and grounds maintenance, carpentry, metal work, masonry, painting, or general labor work. Informs supervisor, at last once daily, on the status of work active.

Logistic Support 15% of time

1. Records alarms and malfunctions indicated on the system operation panels. Submits monthly consumable material usage and inventory reports to the Building Engineer. Contributes to the safety program of the facility. Insures work does not present health problems or risk of injury to workers or other employees or visitors.
2. Remains current on job specific expertise through various sources (e.g. trade publications, trade shows, vendor communication, etc.)
3. Collateral duty assignments will be at the discretion of the Facility Manager but could include the following: Additional mechanic duties, Assistant POSHO, Government Technical Monitor (GTM), and/or Escort. Participates in LES Facility Maintenance personnel training programs sponsored by DOS, manufacturers and private vendors.

Other Related Duties as Assigned 5% of time

15. Qualifications Required For Effective Performance

- a. Education: **Completion of Primary School is required.**

- b. Prior Work Experience: **Minimum of three (3) years of experience working as a Handyman or Locksmith's is required. A minimum of One (1) year of experience working in a large, modern, commercial or Government office building in operations and maintenance.**

- c. Post Entry Training: **Training plans will be coordinated by the Facility Manager and Post Management.**

- d. Language Proficiency: **List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level I (Rudimentary Knowledge) in both English and Spanish is required.**

- e. Job Knowledge: **The incumbent must possess job knowledge to include general hand tools and gas powered equipment, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Knowledge of construction, fire, and safety codes and standards are required.**

- f. Skills and Abilities: **The incumbent shall have a good working knowledge of general maintenance practices, to include working with different types of power and manual hand tools. Should have strong mechanical thinking skills, for solving routine equipment maintenance and repairs.**

16. Position Elements

- a. Supervision Received: **Incumbent receives general supervision from the Building Engineer and or Facility Manager.**

- b. Supervision Exercised: **None. Position may be required to instruct contractors worker to help clarify tasks and ensure they are performing the task correctly.**

- c. Available Guidelines: **Department of State rules and regulations including the Foreign Affairs Manual (FAM), Instruction from the Supervisor, Facility Manager, and established trade and practices for work colleagues.**

- d. Exercise of Judgment: **Incumbent makes routine judgment decisions when making repairs, ordering material, and making purchases.**

- e. Authority to Make Commitments: **None.**

- f. Nature, Level and Purpose of Contacts: **Considerable contact with Embassy personnel, both American and Local staff.**

- g. Time Expected to Reach Full Performance Level: **Six (6) to Eight (8) months**